



Town of Camp Verde

Community Development Department – Building Division

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

FACTORY-BUILT BUILDING (FBB)/MANUFACTURED HOME PERMIT APPLICATION

Note: The Town of Camp Verde has an Intergovernmental Agreement (IGA) with the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH) to enforce the installation standards of manufactured homes and factory-built buildings. All manufactured/modular homes must be installed by a licensed contractor.

In order to process a Factory-Built Building (FBB)/Manufactured Home permit application, the following information must be submitted:

- Completed Application Packet** - including project information, property information, property owner information, applicant information, designation of agent, contractor information, plot plan sketch, manufactured home installation information, lumens calculation sheet, and driveways/culvert application (if applicable).
Please Note: All contractors must have a valid OMH/ROC License and Town Issued Business License.
- Copy of Certificate of Title**
- Soils Classification** - By A Geotechnical (Soils) Engineer
 - Required for all residential structures exceeding 500 sq. ft. Note: When required by the Building Official, a Soils Investigation Report shall be submitted if Soils Classification proves soil conditions necessitate such report.
- Two (2) Sets Of Construction Documents (Plans)**
 - Plans must be submitted on a minimum of 8 ½" x 11" and on a maximum of 36" x 48" size paper. Plans shall be legible and easy to read, and of sufficient clarity to indicate the location, nature and extent of the work proposed.
 - Cover Sheet** – Including The Following Information:
 - Contacts (Principal, Company Name, Address & Phone Number)
 - Parcel Number & Address
 - Owners Name, Address & Phone Number
 - Sheet Index
 - Project Data (Codes Referenced, Zoning, Use, Site Coverage, Occupancy, Building Height, Construction Type, Square Footages, Building Area, Setbacks, Sprinklers, etc.)
 - Site Plan** - Including An 8.5" x 11" Plot Plan Drawn To Scale Or Dimensioned Indicating The Following:
 - Assessor's Parcel Number and Project Address
 - Scale Used (May Be Engineer Or Architect's Scale)
 - Direction of North
 - Parcel Diagram (Including Property Lines and Dimensions)
 - Label front of property.
 - Label adjacent streets or alleys.
 - Indicate location and dimensions of easements that apply with proof of legal access.
 - Indicate ingress/egress (driveway locations).
 - Indicate existing topographical contours (solid line) and proposed contours (dashed line).
 - Indicate the location of any terrain features that affect placements including washes, creeks or ditches within twenty (20) feet of the building site.
 - Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
 - Indication location of septic tank and leach lines (including dimensions, size and setback or distance from proposed building).
 - Indicate location of well.
 - Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building).
 - Indicate any required cut and fills and cubic yards of each.
 - Floor Plan** –With All Rooms & Fixtures Labeled.



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- Manufacturer's Installation Manual** – If Missing, Can Be Obtained By Contacting The Manufacturer Directly.
- Foundation Plan** – Manufactured/Modular Homes Requiring Engineered Foundations Due To Flood Zones, Or Soil Conditions Must Provide Foundation Plans That Have Been Stamped/Approved By The Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH) Prior To Application Submittal.
- Anchoring System** – Must Be An Approved Patented System Such As Minute Man Or Tie Down, & Must Be In Compliance With The Manufacturer's Installation Manual Or A Site-Specific Engineered Design Approved by OMH.
- Fees** will be collected upon submittal of application in accordance with the current adopted fee schedule.

Note: 9-807. Mandated fire sprinklers in certain residences prohibited; exception; permit application format

A. A municipality shall not adopt a code or ordinance or part of a uniform code or ordinance that prohibits a person or entity from choosing to install or equip or not install or equip fire sprinklers in a single family detached residence or any residential building that contains not more than two dwelling units. A municipality shall not impose any fine, penalty or other requirement on any person or entity for choosing to install or equip or not install or equip fire sprinklers in such a residence. This section does not apply to any code or ordinance that requires fire sprinklers in a residence and that was adopted before December 31, 2009.

Note: Additional Information May Be Required As Determined By The Building Official. A Separate Permit Will Be Required For All Deferred Submittal Items.

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED



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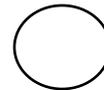


PLOT PLAN SKETCH:

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

PARCEL NUMBER: _____ - _____ - _____

INDICATE NORTH:



SCALE: _____

NO SMALLER THAN 1" = 50'

I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls, and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within twenty (20) feet of any proposed or existing structure has been indicated.

NAME: _____ SIGNATURE: _____ DATE: _____



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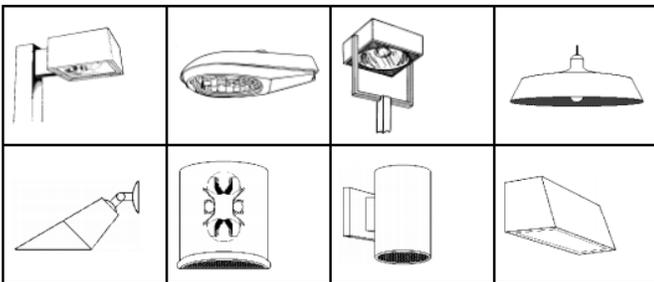
The Town of Camp Verde Community Development Department requires a lumen calculation sheet be submitted with all permit applications for new construction; for both residential and commercial development. Commercial projects also require the submittal of cut sheets from the actual lighting to be used. To help you understand the information needed to fill out the form, we have included with your building permit application a graphic illustration of the differences between shielded and unshielded light fixtures as well as a lumens chart of different types of light bulbs. **Note:** You must use the maximum size bulb allowed by the manufacturer of the fixture to calculate your lumens. There is also a limit of 3,000 Kelvin output for each light. This information can be found on the fixture itself or its packaging material.

When filling out the lumens calculation sheet please remember to include your existing outdoor lighting fixtures in addition to your proposed lighting fixtures. Total lumens allowed per net acre are 20K Residential and 100K Commercial. Unshielded lights (all types) are limited to a maximum of 5,000 lumens per net acre. Residential parcels and development projects containing one net acre or less are allowed 5,000 lumens of unshielded light (all classes). Maximum Kelvin output is 3000 per light.

For more information on our lighting ordinance please visit our website at <http://www.campverde.az.gov> to view the most current version of the Planning and Zoning Ordinance (Section 405) or call the office of Community Development at (928) 554-0050. Thank you for helping us protect our dark skies and rural lifestyle!

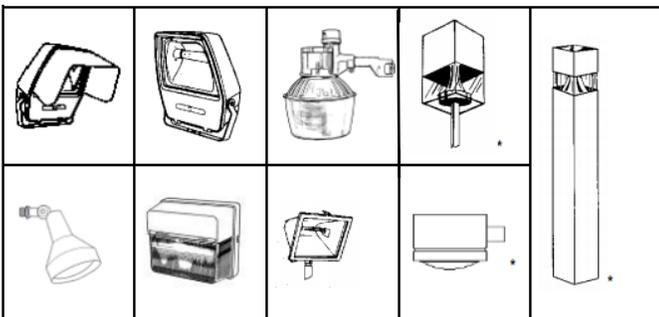
Fully Shielded Examples:

* Note: To be fully shielded these fixtures must be closed on top and mounted such that the bottom opening is horizontal.



Unshielded Examples:

* Note: Even though the lamp in these fixtures is shielded from direct view when viewed from the side or above, reflective surfaces and/or lens covers are directly visible from the side.



Lumen Chart:

| Incandescent (Standard) (INC) | |
|--|------------------------|
| Wattage: | Lumen Output (Initial) |
| 15 | 120 |
| 25 | 210 |
| 40 | 490 |
| 60 | 855 |
| 75 | 1180 |
| 100 | 1750 |
| 150 | 2800 |
| 200 | 3850 |
| Tungsten Halogen (Quartz) (TH) | |
| Wattage: | Lumen Output (Initial) |
| 75 | 1400 |
| 100 | 1800 |
| 150 | 2800 |
| 200 | 3600 |
| 250 | 5000 |
| 300 | 6000 |
| 500 | 10100 |
| Induction Fluorescent (Sylvania Icetron) (IFL) | |
| Wattage: | Lumen Output (Initial) |
| 70 | 6200 |
| 100 | 8000 |
| 150 | 12000 |
| T12 Cool-White Fluorescent (FL) | |
| Wattage: | Lumen Output (Initial) |
| 21 | 1190 |
| 30 | 2050 |
| 36 | 2450 |
| 39 | 3000 |
| 50 | 3700 |
| 52 | 3900 |
| 55 | 4600 |
| 70 | 5400 |
| 75 | 6300 |
| Low - Pressure Sodium (LPS) | |
| Wattage: | Lumen Output (Initial) |
| 18 | 1800 |
| 35 | 4800 |
| 55 | 8000 |
| 90 | 13500 |
| 135 | 22500 |
| 180 | 33000 |

| High - Pressure Sodium (Clear) (HPS) | |
|--------------------------------------|------------------------|
| Wattage: | Lumen Output (Initial) |
| 35 | 2250 |
| 50 | 4000 |
| 70 | 6300 |
| 100 | 9500 |
| 150 | 16000 |
| 200 | 22000 |
| 250 | 29000 |
| 310 | 37000 |
| 350 | 46500 |
| 400 | 50000 |
| 430 | 51500 |
| 1000 | 140000 |
| Standard Metal Halide (MH) | |
| Wattage: | Lumen Output (Initial) |
| 100 | 8000 |
| 150 | 13500 |
| 175 | 15000 |
| 250 | 23000 |
| 360 | 36000 |
| 400 | 40000 |
| 1000 | 110000 |
| Pulse Start Metal Halide (MH) | |
| Wattage: | Lumen Output (Initial) |
| 50 | 3400 |
| 70 | 5600 |
| 100 | 9000 |
| 150 | 14000 |
| 175 | 17500 |
| 200 | 21000 |
| 250 | 25000 |
| 320 | 33000 |
| 350 | 37000 |
| 400 | 44000 |
| 450 | 50000 |
| 1000 | 110000 |
| Light Emitting Diode (LED) | |
| Wattage: | Lumen Output (Initial) |
| 63 | 3400 |
| 90 | 5400 |
| 140 | 9996 |
| 210 | 12300 |



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Factory-Built Building (FBB)/Manufactured Home Installation Information

| | | | |
|--|--|---|------------------------------------|
| DESCRIPTION: (descripción) | | | |
| Unit Manufacturer: (fabricante de la unidad) | Unit Serial Number(s): (número de serie de la unidad) | Manufactured Date: (fecha de fabricación) | Size: (tamaño) |
| INSTALLER INFORMATION: (información instalador) | | | |
| Company Name: (nombre de empresa) | OMH License Number: (número de licencia) | Classification: | Phone Number: (número de teléfono) |
| Address: (Please Include City, State & Zip Code) (dirección) | | E-Mail Address: (e - correo electrónico) | |
| ACCESSORY INSTALLER'S INFORMATION: (información del instalador accesorio) | | | |
| Company Name: (nombre de empresa) | OMH License Number: (número de licencia) | Classification: | Phone Number: (número de teléfono) |
| Address: (Please Include City, State & Zip Code) (dirección) | | E-Mail Address: (e - correo electrónico) | |
| DEALER INFORMATION: (información del distribuidor) | | | |
| Company Name: (nombre de empresa) | OMH License Number: (número de licencia) | Classification: | Phone Number: (número de teléfono) |
| Address: (Please Include City, State & Zip Code) (dirección) | | E-Mail Address: (e - correo electrónico) | |
| ACCESSORY STRUCTURES LISTED ON CONTRACT: | SKIRTING: | UTILITIES: | |
| <input type="checkbox"/> AC System or Cooler <input type="checkbox"/> Awning <input type="checkbox"/> Covered Deck/Patio/Porch <input type="checkbox"/> Uncovered Deck/Patio/Porch <input type="checkbox"/> Carport <input type="checkbox"/> Garage | <input type="checkbox"/> BLOCK (NON-BEARING) <input type="checkbox"/> BLOCK (LOAD BEARING/RETAINING) STATE APPROVED PLANS REQUIRED <input type="checkbox"/> VINYL OTHER: <input type="checkbox"/> LANDING/STEPS <input type="checkbox"/> GRADING (OVER 50 CUBIC YARDS)* | <input type="checkbox"/> GAS - NAT <input type="checkbox"/> GAS - LP <input type="checkbox"/> ELECTRIC (EXISTING) <input type="checkbox"/> ELECTRIC (NEW)* <input type="checkbox"/> SEPTIC SYSTEM <input type="checkbox"/> SEWER <input type="checkbox"/> CV WATER <input type="checkbox"/> VERDE LAKES WATER <input type="checkbox"/> WELL | |
| * REQUIRES SEPARATE PERMIT | | | |

**DRIVEWAYS / CULVERT
APPLICATION FOR PERMIT TO USE
TOWN OF CAMP VERDE ROADS OR DEDICATED STREETS**

The undersigned herewith make application for a permit to enter in upon and use a portion of the right-of-way of the Town of Camp Verde roads or dedicated streets for the purpose of installing a driveway and/or driveway culvert.

LOCATION OF WORK _____
(parcel number and 911 street address if known)

FOR AND IN THE CONSIDERATION of the granting of a permit for the purpose set forth herein the Permittee hereby agrees, covenants and binds said Permittee as follows, to-wit:

CONDITIONS

1. That the permittee assumes the responsibility and all liability for any injury or damage to said highway, or to any person while using said highway in a lawful manner, caused by or arising out of the exercise of this permit.

2. **Maintenance of driveway and/or driveway culvert shall be the sole responsibility of the property owner and will in no way be responsibility of the Town of Camp Verde.** All work shall be at the sole cost and expense of the permittee and shall be done at such time and in some manner as to be the least inconvenient to the traveling public. No driveway will be approved which causes a hazard to the traveling public.

3. If at any time hereafter the right-of-way, or any portion thereof, occupied and used by the permittee may be needed or required by the Permittee, application may be revoked by the Permitter and all right thereunder terminated and upon sufficient notice, the Permittee shall and will remove all property belonging to said Permittee.

4. All culverts shall be set at the apparent flow line of the ditch. No construction done under this permit shall alter the existing characteristics of the roadway and/or the drainage ditch without prior permission from the Town of Camp Verde Engineer's office.

5. Permit shall be in effect for thirty (30) days from the date issued.

6. MISCELLANEOUS -

- a. Any and all work performed within a Town right-of-way and/or a Town maintained road shall require a permit from the Town of Camp Verde engineer's Office and shall be subject to whatever inspections that shall be deemed necessary by the Town Engineer.
- b. The Permittee shall replace all signs moved or damaged during construction.
- c. During the course of work, the Permittee shall maintain the work area in a clean and orderly condition. When a hazardous condition is created to the traveling public, barricades or proper warning devices should be used. Excess excavation, debris, etc., will not be permitted to accumulate on the road surface of shoulders. Work shall progress in such a manner that no condition such as soft trenches, drop-offs from the edge of the pavement, etc., will exist. Upon completion of installation, the Permittee shall clean the pavement surface, pull and dress shoulders, and otherwise put in order the entire work area covered by the permit to the satisfaction of the Town Engineer or his representative.

IN WITNESS WHEREOF this application has been duly signed this _____ day of _____, _____.

Name (Please Print): _____

Mailing Address: _____

Phone Number: _____

Signature of Applicant

THIS APPLICATION IS APPROVED WITH THE FOLLOWING REQUIREMENTS:

_____ NCR - No culvert is required at this time. However, if in the future this road is improved, a culvert of the proper size will be required at the owner's expense.

_____ " (inside diameter) CMP 16-gauge culvert required.

_____ " (inside Diameter) CMP 16-gauge culvert or arch equivalent required.

_____ Date

_____ Town of Camp Verde

COMMENTS:

